

GRANT APPLICATION PACKAGE

Arizona TREE Grant Program

Please attach all required information in the order provided below.

- Completed Grant Application Form – 1 page
- Completed Budget Proposal Form – 1 page
- Project Narrative – up to two (2) typewritten pages
- Budget Narrative – up to one (1) typewritten page
- Additional supporting material – not to exceed two (2) pages

Do not attach a cover letter (or this sheet) to the application materials. The top sheet of your completed application should be the “Grant Application Form”.

One (1) original copy of the completed proposal must be received (via email, postal service snail mail, or in person) at the following address no later than 5:00 P.M., Friday, 28 July 2017. **This means in the office by 28 July, not postmarked by 28 July.**

grants@dffm.az.gov

Department of Forestry and Fire Management
Urban & Community Forestry - TREE
1110 W. Washington, Ste100
Phoenix, AZ 85007-2935

Application deadline is Friday, 28 July 2017 at 5:00 P.M.



Project Number: _____

For U&CF Use Only

GRANT APPLICATION FORM

T.R.E.E. Grant Program

Project Title: _____

Location (City): _____

Tree City USA: ☐ Number of Years Recognized: _____

Tree Campus USA: ☐ Number of Years Recognized: _____

Name of Applicant: _____

Address of Applicant: _____

City _____ State _____ Zip _____

Contact Person: _____ Daytime Phone #: _____

E-Mail: _____ Organization's Federal DUN# _____

Brief Project Description: (Please attach a separate, maximum 2-page narrative that clearly states the project need, objectives, methods, and deliverables.)

Is this project currently funded? ☐ Yes ☐ No Was this project previously funded? ☐ Yes ☐ No

Will this project be possible without grant funding? ☐ Yes ☐ No Can this project occur without full requested amount? ☐ Yes ☐ No

(a) UCF Funds Requested \$ _____

(b) Local \$ Match Provided \$ _____

(c) Value of In-Kind Match \$ _____

Total Project Amount (a+b+c) \$ _____

Timetable: (Starting Date) _____ (Ending Date) _____

Name of Representative

Title of Representative

Signature of Authorized Representative

Date

Upon authorization of approval for financial assistance, grantees will be assigned a grant number and a maximum dollar amount to expend. Prior to expending funds, applicants must submit an updated project workplan.



BUDGET PROPOSAL FORM

T.R.E.E. Grant Program

Project Number: _____

For U&CF Use Only

Applicant Name: _____

Project Title: _____

Item	Grant Share Direct Expenses or Cash Purchases	MATCH			Total
		Applicant Direct Expenses or Cash Purchases	Applicant In-kind Personnel Services: Volunteer and Staff Hours	Applicant In-kind Donated: Services, Supplies, or Equipment use	
Administration (Project-allocable general overhead costs)					
Personnel (Project-related Labor, both staff and volunteer time, fringe benefits)					
Contractual Services (consultants, landscape architects, arborists, engineers, etc.)					
Supplies (itemize as necessary – plant materials, printing costs, postage, etc.)					
Other:					
TOTAL:					

This form is for the summary of your budget information. A budget narrative (1-page maximum) that includes a detailed list of expenditures should be provided on an additional page if necessary.



APPLICATION INFORMATION

T.R.E.E. Grant Program

When drafting your proposal, please include the following information:

- ☐ Completed Application Form
- ☐ Completed Budget Proposal Form
- ☐ Proposal Narrative
 1. Applicant Information – A basic overview/description of applicant, including their purpose or mission statement.
 2. Project Need
 3. Project Objectives and/or Goals
 4. Anticipated Project Benefits – Benefits to the local urban and community forest program, public relations, education, and the potential for project sustainability should be included.
 5. Project Methods – A narrative detailing how the project will be accomplished should include the following elements:
 - Activities (include scope of work)
 - Participants (project personnel, volunteers, corporate sponsor, etc.)
 - Administration
 - Facilities and equipment
 - Timetable (include project start and end dates)
 - Outcome/Results
- ☐ Budget Narrative – Discuss how each of the identified financial needs will be met.
- ☐ Optional Materials
 1. Supporting documents – limited to 2 pages
 2. Proposed projects that include planting require the following additional documents (not included in the 2-page maximum mentioned above):
 - A detailed five (5) year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
 - If trees will be planted within the Arizona Department of Transportation's right-of-way, Grantee must provide proof of permission prior to planting.